



# Fall Progress Report

**PARTNERS FOR YOUTH**

**DUE ON OR BEFORE NOVEMBER 1, 2009**

PLEASE CHECK ONE OF THE FOLLOWING:

☐ We have **spent all of the first check** of the 2009 allocation and have PFY staff visited. Attached are the original receipts to verify these expenditures on page 4:

1. \_\_\_\_\_  
(List amount of first check)

☐ This is a **FINAL REPORT**. Our program is completed and we have spent **all of the funds**. We have attached the original receipts to verify these expenditures. (We will send you the second check upon receipt of this report.)

☐ We have spent **part of the first check** and have attached the original receipts to verify these expenditures. (You will not receive your second check until you complete the Fall Progress Addendum Report on page five of this report and provide receipts for all of the first check.)

List amount of 1<sup>st</sup> check 5. \_\_\_\_\_

List total amount of receipts here 6. \_\_\_\_\_

Total amount remaining from first check (Subtract line 6 from line 5) 7. \_\_\_\_\_

☐ This is a status report only. We have not started our program, or we have started but have not spent any of the first check.  
(Please be sure to explain why the funds have not been used on page three.)

Program Name \_\_\_\_\_

Name of the Organization: \_\_\_\_\_

Date \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP Code \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_

Fax: \_\_\_\_\_ Email address: \_\_\_\_\_

## Youth Served:

☐ Target population: \_\_\_\_\_

☐ Number of youth who began program: \_\_\_\_\_ Number of youth who completed program: \_\_\_\_\_

☐ Approximately how many youth consistently participate/ attend sessions: \_\_\_\_\_

☐ Ethnic mix of participating youth (approximate percentages):

African-American \_\_\_\_\_ Caucasian \_\_\_\_\_ Asian \_\_\_\_\_ Hispanic \_\_\_\_\_ Other \_\_\_\_\_

☐ How did youth become involved in the program? (Referral or method of recruitment.)

---

---

Program Site(s):

---

---

Description of the program – What activities have been conducted to meet the goals and objectives as set out in the program proposal?

Promises Provided By Program Please refer to the list of promises you listed on your application to Partners for Youth and describe how your program is providing these to the youth you serve.

Successes/Shortcomings - Please list reasons for the successes and/or shortcomings of the program.

### Evaluation

It is essential that each program include a plan for seeing if it is doing what it has set out to do. Evaluation is more than simply saying the program is effective because the young people keep coming back. First, you need to look at your goals to be sure you know what you are trying to do and how you are planning to do it. Then, you need to develop a way to answer the question: What has been changed by our program? To do this, you can use such things as short pre- and post-questionnaires, telephone polls, focus groups, or current records and observations. For our purposes, we do not expect you to develop expensive evaluation programs, but we do want you to approach the subject by looking at changes that have occurred.

What information have you collected to show that something has changed due to participation in your program? (new skills learned or new knowledge gained...etc)

How will this information be used to improve the program or to enhance youth's quality of lives?

If you have not spent all of your current Partners for Youth allocation at this time, please explain why you have been delayed. How do you plan to spend the funds?

Suggestions – Do you have any suggestions for the Partners for Youth program?

**Financial Summary – PLEASE ATTACH ORIGINAL RECEIPTS**

**Amount received (First Check):** \_\_\_\_\_

**Disbursements** – Please itemize and attach receipts:

[illegible]

**Please return form to:**

**Partners For Youth**  
**166 N. Martin Luther King Blvd., Lexington, KY 40507**  
**(859) 258-3119**

**THANK YOU SO MUCH!**